

## Session 4 : Revision and New Challenges

### MAC Users

Select from the list below 2 tasks to explore today.

#### Task 1

Try these finger moves on your track pad to see how they work on your Mac Computer

- Scroll direction: natural– content tracks finger direction
- Zoom in or out – pinch with 2 fingers
- Smart zoom– double tap with 2 fingers
- Rotate – rotate with 2 fingers
- Swipe between pages – scroll left or right with 2 fingers
- Swipe between Full-screen apps – swipe left or right with 3 fingers
- Mission Control – swipe up with 3 fingers
- App Expose – swipe down with 3 fingers
- Launchpad – Pinch with thumb and 3 fingers
- Show Desktop– spread with thumb and 3 fingers

#### Task 2

##### Explore Using your Function Keys [key with fn on it]

You may wonder what those function keys running along the top of the keyboard do. These function keys are labelled F1 through to F12/F19 (how many you have depends on your keyboard), along with an Escape key and an Eject key that looks like a triangle on top of a Horizontal line. By default, every Mac has already assigned commands to the F8 through to F12 function key.

- F8: Displays thumbnail images of all workspaces.
- F9: Displays thumbnail images of all windows in a single workspace.
- F10: Displays all open windows of the currently active program (the program that has one of its windows on “top” of any other windows).
- F11: Displays the Desktop.
- F12: Displays Dashboard, which are simple programs such as a calculator or calendar

#### Task 3

##### Creating and Using a New Folder

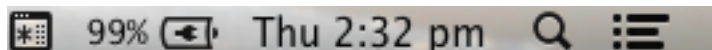
- On your desk top create a new folder using the following keys (use shift+ command+ N).
- Name the Folder “Test”
- Go to Google and select images.
- Select an image of a piece of Fruit and
- Screen capture the image using the short cut Command +Shift + 4

- Save the image to the new folder called Test
- Repeat the process and save a different image of another piece of fruit
- Create a new folder inside of the folder you have just made and call it *Fruit* and drag the two images you have saved into the folder called "Fruit"
- Return to Google and this time go to [http://www.bbc.co.uk/food/recipes/easy\\_chocolate\\_cake\\_31070.pdf](http://www.bbc.co.uk/food/recipes/easy_chocolate_cake_31070.pdf) And download this document into the "Test" folder

## Task 4

### Exploring Spotlight

Spotlight is located here



#### 1. Do a quick calculation Spotlight

- Just hit Command+[space] to open Spotlight, type in the following calculation 20 of 20,000 (you can even use brackets for more complex maths. )
- The answer will appear where Spotlight's results come beside a calculator
- Copy the results with Command+c and add a document

#### 2. Open a file's location in Finder from Spotlight

- Go to spotlight and type in a document that you know you have on your computer
- When the document appears in the list hold the Command Key when you click on it.
- This will open the file's location in Finder.
- This process will tell you where the document is to be located and is sometimes quicker than using the FINDER tool

## Task 5

### Quickly and perfectly select chunks of text

- To select a word, position the mouse cursor anywhere along its length and then double-click.
- To select an entire paragraph, position the mouse cursor anywhere inside the paragraph and then click three times.
- Just want to select three words in a row. Position the cursor somewhere on the first word then double-click, keeping your finger pressed down on the second click. Now drag left or right to the last word - you'll see you're now selecting a word at a time.